

## BRA/EDIC POSITION DESCRIPTION

BRA/EDIC EMPLOYMENT OPPORTUNITY	PLEASE POST!!
<b>TITLE:</b> CHIEF WORKFORCE DEVELOPMENT PLANNER	<b>JOB VACANCY POSTING NO.</b> <u>23-02</u>
	<b>POSTING DATE:</b> 8/16/02, <b>Rev:</b> 9/26/02
<b>EMPLOYMENT STATUS:</b> EDIC EMPLOYEE	<b>EXTERNAL DATE:</b> <u>8/29/02</u>
	<b>POSITION FILLED:</b> _____
<b>DEPT/DIV:</b> PLANNING & POLICY DEVELOPMENT/JCS	<b>DATE:</b> _____
	<b>NAME:</b> _____

**SUMMARY:** Under the direction of the Deputy Director for Planning and Policy Development (PPD), responsible for coordinating the annual planning process, including development of RFPs, performance standards and evaluation methodology; as well as for funding resource development, policy development and program planning; and conducting underlying research in support of the Jobs and Community Services division.

Identify and develop funding resources; research, design and develop plans for the Neighborhood Jobs Trust and participate in and coordinate the procurement process of Trust funded programs.

Work with the Boston Private Industry Council / Boston Workforce Investment Board to ensure consistency of procurement and systems policies.

Coordinate the annual agency-wide planning/procurement process of acquisition of federal and state program funding, including development of Requests for Proposal, performance standards and evaluation methods. Manage the proposal review and program evaluation process. Coordinate annual procurement process with state funding agencies. Assume responsibility for creation of Boston's Workforce Development Plan, and modifications as required by funding sources, including coordinating the annual planning process and conducting planning and community meetings.

Coordinate the distribution of funding to providers, working closely with relevant staff within the JCS division, the Boston Redevelopment Authority, other City departments, and Boston's network of community-based service providers. Produce mandated planning documents. Act as liaison with key departments and collaborators.

Generate resource development for adult and youth job training, education, and human service projects. Research potential funding sources, develop program design, and develop proposals for grant applications. As assigned, follow through on program proposals and program implementation.

Work with JCS/BRA staff to ensure compliance with reporting including requirements of various funding sources.

Serve as designee on various advisory boards and planning councils. As assigned, convene inter-agency focus groups to identify policy and program directions in accordance with agency objectives, with city, state and local community-based organization representatives. Recruit and/or identify key participants in planning focus groups. Facilitate focus groups and write up the results.

Research trends and patterns in the Boston economy and the relation of the local labor market to the needs of Boston residents for educational, training, and job placement services. Monitor and research policy issues affecting funding sources and programs. Prepare and disseminate reports on research results, policy developments, etc.

Interview, select, orient, train and supervise Planners. Directly supervise daily activities of assigned staff, answering questions, resolving problems and adjusting work schedules based on priorities. Evaluate work performance and recommend appropriate personnel actions.

Maintain records in accordance with city, state, or federal standards, and generate research analysis reports by program funding area.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires completion of a Master's Degree in Economics, Public Policy, Education or related field or equivalent experience, plus more than five years of progressively responsible related experience in a public planning organization or community-based organization, including supervisory experience and extensive experience with proposal development. Skills required include quantitative analysis, statistics, and proposal writing, and extensive experience with proposal development. Must be proficient with MS Word and Excel.

**GRADE: 22**

**HIRING RANGE: \$52,998.40-\$66,257.10**

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

**E-mail:** [hr.bra@ci.boston.MA](mailto:hr.bra@ci.boston.MA) **Fax:** 617-918-5458

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**APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.**